

POLICY NUMBER: 0020-06

SUBJECT: DISASTER REFERENCE / CONTACT INFORMATION

EFFECTIVE DATE: August 27, 2008

ISSUED: August 27, 2008

INQUIRIES TO: Office of Management & Finance
602 N. Fifth Street
Baton Rouge, LA 70802

P. O. Box 4303
Baton Rouge, LA 70821-4303
(225) 219-3840

I. PURPOSE

To provide a source of reference and contact information that will assist DEQ employees affected by a declared disaster in their area of work and/or residency.

It is important that all employees review and update their contact information through the LEO System. Accurate contact information for employees is critical, should the department need to communicate during an emergency period.

II. REFERENCE INFORMATION

Office Closures

Employees are encouraged to seek immediate information regarding office closures by tuning in to their local television and radio stations. As soon as possible following an emergency, information regarding office closures may also be obtained through:

- The Division of Administration

A toll free 800 telephone number has been established for state employees to call for emergency situation information. This 800 number is connected to a voice mailbox wherein employees will be able to call to obtain instructional information for report to work in the event of an area or statewide incident. The Division of Administration will use this procedure for office closures, as well as other important information, during area or statewide incidents. The numbers and website are:

1-800-360-9660 or 225-342-0498

www.louisiana.gov

The Commissioner's Office will continue to release emails periodically during an emergency period to update on office closures.

- DEQ website

www.deq.louisiana.gov

Work Status

Employees unable to report to work due to conditions created by an emergency situation should contact their supervisor as soon as possible. Please be prepared to give:

- contact information (including e-mail address)
- information regarding status of conditions by which you are unable to work

Employees unable to contact their supervisor may call:

- DEQ Hotline
225-219-3640 or Toll Free 1-888-763-5424

Special Leave

Special leave may be granted for absences from work due to an emergency situation. Declared emergencies may include, but are not limited to:

- flooding
- hurricanes
- tornados

Absence from work in order to meet with officials to assess personal property damage resulting from of a declared emergency could also be special leave. All special leave requests will be evaluated on a case-by-case basis. It shall be the employee's responsibility to:

- submit the request in writing, including specific details, to the appointed authority via Human Resources
- exercise due diligence in obtaining documentation to substantiate the request

Road Conditions

Information regarding road conditions is available at www.lsp.org.

III. CONTACT INFORMATION

Names of contact persons are subject to change due to location and nature of disaster. As soon as possible following a disaster, revisions will be posted on:

- DEQ website
www.deq.louisiana.gov

Payroll/Human Resource Issues

- | | |
|-------------------------------|--------------|
| • Karen Schexnayder | 225-219-3847 |
| • Tammy Shaffer | 225-219-3849 |
| • Dionne Rabalais | 225-219-3848 |
| • Human Resources main number | 225-219-3850 |

Please contact Human Resources for information regarding the following issues:

- Work hour schedules
- Compensatory time/overtime
- Working from a location other than your work domicile

Medical Insurance

- | | | |
|---------------------|----------------|--|
| • Humana | 1-888-393-6765 | www.humana.com |
| • United Healthcare | 1-866-336-9374 | www.myuhc.com |
| • PPO | 1-800-272-8451 | www.groupbenefits.org |

Housing

Contingent upon circumstances, displaced DEQ employees seeking temporary housing and employees with information regarding availability of temporary housing should contact:

- Terry Thomas, Office of Management & Finance 225-219-3840